

October 1, 2002

## MEMORANDUM

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dorothy VanLooy, Director  
Office of Field Services

**SUBJECT:** Consolidated Performance Report and Adequate Yearly Progress Report

The purpose of this correspondence is to alert all school districts and Public School Academies (PSAs) about two important data collection documents. The two data collection documents are described below:

Consolidated Performance Report (CPR) – this reporting form collects end of school year data on the following federal funding programs: Title I Parts A, C, and D and Title II Eisenhower Professional Development. The 2001-02 CPR form has been posted on the Office of Field Services (OFS) website. The web address is [www.michigan.gov/mde](http://www.michigan.gov/mde). On the Department of Education page, click on Keywords, and then click on OFS-CPR. Although valuable progress can be made immediately in completing portions of this report; the report cannot be fully completed until you have received the Adequate Yearly Progress Report from this Office. Page 2 of the CPR reporting form is not posted at this time. It will be mailed to you and posted on the website when the AYP report is sent.

Adequate Yearly Progress Report (AYP) – this report is a “turn around” document. OFS sends the partially completed report to each school district and PSA. The report contains data that reflects achievement status based on Michigan Educational Assessment Program (MEAP) results. Each school district and PSA is required to review and verify the data they receive. (For districts with buildings that do not house grades tested as part of the MEAP, the district is required to provide data to demonstrate the schools’ achievement level.) Districts must also use data from the AYP report to complete Page 2 of the CPR. The State Board of Education is in the process of revising the AYP formula. When that revision is complete, AYP will be calculated, and the report will be mailed to all school districts and PSAs.

When the AYP report is sent, OFS will advise you of the due date for both documents. You are being asked to forward this correspondence and the enclosed special information sheet to the person or people on your staff who will be responsible for completing these reports.

If you or members of your staff have any questions, please contact the Office of Field Services’ consultant serving your district. A list of OFS consultants for each area of the state is enclosed.

c: State and Federal Program Directors